

FAX APPLICATION FOR A WISCONSIN MARRIAGE CERTIFICATE

Personally identifying information requested on this form, including credit card information and your signature, will be used to process your application and payment for the requested copies. Failure to supply this information may result in denial of your request for copies of any Wisconsin Marriage Certificate.

Your credit card number and expiration date are required. The credit card number and expiration date will only be used to process payment for the fees specified in SECTION III – FEES below of this FAX Application for a Wisconsin Marriage Certificate.

PENALTIES: Any person who willfully and knowingly makes a false application for a marriage certificate shall be fined not more than \$1,000 or imprisoned not more than nine months, or both, per s. 69.24(2), Wis. Stats.

INSTRUCTIONS: Please complete this form and FAX to **608-255-2035**. ALL FAXED APPLICATIONS ARE CHARGED AN EXPEDITED SERVICE FEE.

SECTION I - SHIP TO INFORMATION (Print or type.) (You must complete this section for application to be processed.)

1. FULL NAME (First , Middle , Last)		2. DAYTIME TELEPHONE NUMBER ()	
3. STREET ADDRESS OR P.O. BOX (You must provide a street address if you are requesting shipping by UPS.)			APT. NUMBER
4. CITY, VILLAGE, OR TOWNSHIP	5. STATE	6. ZIP CODE	

SECTION II - APPLICANT'S RELATIONSHIP TO ONE OF THE PERSONS NAMED ON THE MARRIAGE CERTIFICATE (CHECK ONE)

- ☐ I am **one of the persons named** on the marriage certificate.
- ☐ I am a Parent (whose parental rights have not been terminated) of the person named on the marriage certificate
- ☐ I am a **member of the immediate family** of the person named on the marriage certificate. (Only those listed below qualify as immediate family.)
Check one: ☐ Spouse ☐ Child ☐ Brother / Sister ☐ Grandparent
- ☐ I am the **legal custodian or guardian** of one of the persons named on the marriage certificate. (Legal documentation must accompany this application.)
- ☐ I am a **representative**, authorized in writing, by the person indicated by any of the above checkboxes. (The written authorization must accompany this application.) Specify the person you represent: _____
- ☐ I can demonstrate that the information from the marriage certificate is necessary for **the determination or protection of a personal or property right** for myself / my client / my agency.
Specify interest: _____
- ☐ None of the above. I am requesting an uncertified copy of the marriage certificate. (Copy will not be valid for legal purposes.)

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested marriage certificate in accordance with the categories listed above.

SIGNATURE – Applicant (Person Completing Application)	Date Signed (Month / Day / Year)
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SECTION III - FEES FEES ARE NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED. Mandatory fees are already filled in. Please fill in additional fees for extra copies or UPS delivery, if applicable.

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|---|----------|--------------|
| 1. Search Fee (includes one copy of the marriage certificate, if found) | \$ 20.00 | <u>20.00</u> |
| 2. Additional Copies of the Certificate (issued at the same time as the first) X | \$ 3.00 | _____ |
| Number of Copies | | |
| 3. Expedited Service Fee | \$ 20.00 | <u>20.00</u> |
| 4. Credit Card Processing Fee | \$ 6.00 | <u>6.00</u> |
| 5. Shipping <input type="checkbox"/> Regular Mail - No additional cost; mailed within 5 business days | \$ 0.00 | _____ |
| <input type="checkbox"/> UPS Next Day - \$17.50 in the continental U.S.; shipped within 2 business days. | \$ 17.50 | _____ |
| UPS packages require a signature for delivery. | | |

NOTE: If no box is checked, the copy will be sent by regular mail.

TOTAL _____

SECTION IV - CREDIT CARD INFORMATION We accept Visa, MasterCard, American Express, or Discover.

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

➤ **SIGNATURE** - Credit Card Holder _____ DATE SIGNED _____

SECTION V - MARRIAGE CERTIFICATE INFORMATION

GROOM'S NAME (First , Middle , Last Name as it appears on the certificate)		BRIDE'S (Maiden) NAME (First , Middle , Last Name as it appears on the certificate)	
PLACE OF MARRIAGE - City, Village, or Township	PLACE OF MARRIAGE - County	DATE OF MARRIAGE (Month / Day / Year)	

VITAL RECORDS OFFICE USE ONLY

Certificate Number